



Waldo County Sheriff's Office
Administrative Secretary
&
Administrative Assistant to the Sheriff

The Waldo County Sheriff's office has two full-time position openings, an Administrative Secretary and Administrative Assistant to the Sheriff. Both administrators perform a wide variety of tasks which are vital to the overall operations of the entire Sheriff's Office. The positions are directly responsible to the Sheriff, Chief Deputy and the Lieutenant. The successful candidates will have excellent customer service skills and the ability to deal with members of the public who may be disgruntled. The successful candidate will also maintain the integrity of the Sheriff's office by keeping information concerning employees and the public served confidential.

Administrative Assistant to the Sheriff:

- Responsible for processing payroll for the Patrol and Corrections Division, including maintaining all benefit hours for each employee.
- Manages the civil process program at the Sheriff's Office.
- Assists the Patrol Lieutenant in scheduling and billing details for which a Deputy is requested for various functions.
- Understands how the crash reports are stored in the Spillman and Crash systems. These reports are requested by insurance companies and/or accident victims as needed.
- Screens and monitors appointments that are requested with the Sheriff, Chief Deputy and Lieutenant.
- Cross-trained in all tasks performed by the Administrative Secretary.

Administrative Secretary:

- Acts as court officer for the Sheriff's office, to include attending court arraignments, obtaining dispositions and trial information.
- Notifies officers of court appearances and keeps them updated on changes.
- This position is shared by the Sheriff's Office, Corrections Division and the Regional Communications Center.
- Processes all bills and send to Treasurer's office for payment.
- Attends monthly meetings and records minutes.

- Processes and compiles prosecution report packets.
- Documents and processes Re-entry Center funds.
- Prepares Uniform Crime Reports.
- Cross-trained in all tasks performed by the Administrative Assistant to the Sheriff.

Job Related Skills and Qualifications:

Applicants must have excellent computer skills, particularly in Microsoft Office. Prior Spillman/CAD system experience is preferred. Must possess the ability to transcribe meeting minutes. Must have excellent communications skills (both verbal and written) and the ability to follow both oral and written instructions.

It is essential that a successful candidate will exercise good judgment and be discreet with delicate and confidential information. The candidate must pass a background and security investigation.

Education/Training:

Minimum two (2) years of administrative assistant and payroll processing experience, or secondary education in business administration and/or payroll.

The County of Waldo offers an excellent benefits package with wage levels commensurate with experience.

Applications and job descriptions are available at the Waldo County Sheriff's Office, 6 Public Safety Way, Belfast.

Applications, Resumes and Cover letters are due
Friday, April 15, 2016 by 4:00pm
Mail, Fax or email to:

Waldo County Sheriff's Office
6 Public Safety Way
Belfast, Me 04915

Fax: (207)338-6784

Email: sheriff@waldocountyme.gov

Waldo County is an equal opportunity employer.